

FAQ: Annual Programmatic Operations Audits

Idaho statute requires public charter schools to perform an annual programmatic operations audit for submission to their authorizers. Below are the answers to frequently asked questions regarding these audits and what information they should include.

Please note that most of the specific requirements listed here apply only to schools authorized by the Public Charter School Commission. District authorizers may set their own audit requirements within the bounds of statute and administrative rule.

What is the purpose of the programmatic operations audit?

- To provide the public charter school an opportunity for self-reflection and outside observation to help ensure operational success and fulfillment of the schools vision.
- To assist the public charter school with school improvement and strategic planning.
- To identify and inform the authorized chartering entity of the public charter school's strengths and deficiencies, including failure to comply with statute, administrative rule, or the terms of the charter.

Where can I find statutory and administrative rule references to programmatic operations audit?

- I.C. 33-5205(4)(k)
- I.C. 33-5206(7)
- IDAPA 08.02.04.300.03, Rules Governing Public Charter Schools
- IDAPA 08.03.01.301.12, Rules of the Public Charter School Commission

When is the programmatic operations audit due?

- In the case of district-authorized schools, no due date is specified, although statute implies that the programmatic operations audit should be submitted as part of a larger report including the fiscal audit, which is due to the SDE no later than October 15. Statute is clear that the programmatic operations audit must be submitted annually.
- In the case of Commission-authorized schools, programmatic operations audits must be submitted no later than October 15th for the previous school year (IDAPA 08.03.01.301.12).

Who should participate in the programmatic operations audit?

- The programmatic operations audit must be conducted with the input of at least two persons outside the immediate stakeholder group of the public charter school. These persons may include other public charter school administrators or board members, local school district board members or staff, representatives of charter school support entities such as the Idaho Charter School Network, and other knowledgeable members of the public.
- Other members of the programmatic operations audit team may include current and former governing board members, founders, teachers, parents, students, representatives of the authorized chartering entity, and other stakeholders.

What elements should be included in the programmatic operations audit?

- Cover page
 - School name
 - School address and telephone number
 - School internet address
 - Date the school began operations
 - School year assessed by the programmatic operations audit
 - Authorized chartering entity
- Administrative Summary
- Enrollment

- Attrition statistics and exit interview data
 - Wait list data
 - Student demographics, including ethnicity, English Language Learners, special populations, and free and reduced price lunch
- Governance
 - List of school governors and contact information including telephone numbers, postal addresses, and electronic mail addresses
 - Resumes of governors appointed since publication of the previous programmatic operations audit
 - Evaluation of board effectiveness, training received and/or needed, understanding of purpose, ability to perpetuate, relationship with administrator
 - Policies, including a list of any new policies adopted since publication of the previous programmatic operations audit
- Staff
 - Professional development completed since publication of the previous programmatic operations audit
 - Proof of Certification for staff hired since publication of the previous programmatic operations audit
 - Attrition statistics and exit interview data
 - Administrator(s) name(s) and contact information
- Facilities Update
- Finances
 - Balance sheet with year-end actuals
 - Budget for the upcoming school year
- Educational Program
 - Evidence of alignment of curriculum with Educational Thoroughness Standards
 - Implementation of educational philosophy as described by the charter
 - Effectiveness of curriculum
 - Changes to curriculum
 - Special services available to students
- Student achievement data
 - Standardized test data, including growth analysis in comparison to previous years of operation and comparison to other area schools and statewide results
 - Additional measures of student achievement unique to the school
 - Report of student progress based on the measurable student educational standards identified in the charter
- School Community
 - Parental satisfaction survey data
 - Community involvement
 - Public relations
- Other Charter Implementation, such as
 - School culture
 - Discipline plan
 - Transportation and nutrition, as applicable
- Strategic Planning
 - Areas identified for improvement
 - Improvement plans and measures
 - Other areas of planned growth
 - Improvement in areas previously identified as in need of improvement
 - Opportunities for dissemination of effective strategies utilized by the school
 - Anticipated upcoming proposed charter amendments
- Additional Elements for *Virtual School* Programmatic Operations Audits
 - Effectiveness of the learning management program
 - Effectiveness of special services provided to qualifying students
 - Average turnaround time for teacher review of student work

- Frequency and method of teacher/student and student/student interaction
- Frequency and method of teacher/parent interaction
- Professional development specific to the virtual school environment
- Effectiveness of technical support relevant to delivery of online courses